

Terms and Conditions

All parents and guardians must observe our terms and conditions.

Registration / secure a placement

Children cannot be allocated a placement without completion of the child registration completed online via Magic Bookings. To book a space please visit our website www.ymcaeast Surrey.org.uk/our-services/children/sovereign-preschool/ and follow the link to magic bookings. We will then book your child's space and email you to confirm. Please note an initial registration fee of £25.00, which is non-refundable, will be applied to your first invoice when you are applying for a space if your child is not eligible for funding.

Cancellation of placement

If you are planning to remove your child or reduce the number of hours your child attends the pre-school you must provide us with one month's notice in writing.

Payment of fees

Parents or guardians are responsible for ensuring their child's fees are paid on time, one month in advance on issue of an invoice.

Late collection fees

Late pick up fees for late collection of children are charged at £5, and an additional £5 for every full 15 minutes thereafter. For the first 15 minutes there will be no additional charge, provided YMCA East Surrey has had notification before the end of the scheme's day.

Non-attendance

If for any reason your child is not attending pre-school we ask that you inform us by telephone on **01737 222859**. Please note that any absence is still chargeable.

Illness

In line with Government health guidelines, children should not come into pre-school for a minimum of 48 hours after the last episode of vomiting or diarrhoea has occurred.

Parents or guardians must inform us if their child is suffering from a contagious disease or illness. For the benefit of other children who attend the pre-school, parents must not allow their child to attend if they have a contagious disease or illness, as it can spread easily between children.

We reserve the right to contact parents or carers should their child become unwell whilst at pre-school.

Policies and procedures

YMCA Sovereign Pre-school is required to follow the guidelines of the EYFS/OFSTED. Parent and guardians are requested to observe and comply with all policies and procedures, and to cooperate with staff in completion of any documentation required for their child.

Packed lunch

Parents or guardians are required to provide their child with a healthy packed lunch, and to ensure that ice packs are included in the lunch bag. YMCA East Surrey takes no responsibility for any food related illnesses. Please see packed lunch guidelines for further information.

We/I have read and understood the terms and conditions of this agreement and agree to comply with them.

Parent(s)/Guardian(s)' Name

Signature(s) Date

Pre-school manager

Signature Date



T 01737 222859 | E katie.dudley@ymcaeast Surrey.org.uk | www.ymcaeast Surrey.org.uk

YMCA Sovereign Centre, Slipshatch Road, Reigate, Surrey, RH2 8HA YMCAEastSurrey

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